

Aaron Guckian
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, May 22, 2014, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Chairman	Dennis Setzko, P.E., AECOM
Gary C. Jarvis, Secretary	Todd Ravenelle, P.E., GRA, Inc.
Steve Sylven, P.E.	Brian King, P.E., Crossman Engineering
Gary P. Marino	Susan McCain
Peter Ginaitt	
Staff present:	
Janine L. Burke, Executive Director	John Revens, Revens, Revens & St. Pierre
Lynn F. Owens, Administrative Coordinator	Scott Goodinson, Asst. Superintendent

1. Call to Order At 5:33 p.m. Chairman Guckian called this meeting to order.

2. Pledge of Allegiance All those in attendance rose to recite the Pledge of Allegiance.

3. Approval of Minutes

a. Approval of minutes from the regular meeting held April 24, 2014.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis not available to vote. Motion passes.

4. AWT-Phosphorus & Flood Control Project, Contract No. 91

a. AECOM to submit progress report and updated combined schedule

Dennis Setzko, P.E., AECOM, reviewed the project progress report:

Consent Decree & Funding

- Received acceptance of MBE plan from State's MBE office.

Construction Progress

- Completed preparing contract documents for execution. Transmitted completed documents to Hart for execution.
- Responded to 2 RFIs submitted by Hart.

Permitting

- Continued assisting RIDOT in the easement process. Delivered more copies of plans to RIDOT in support of the easement process. Received paperwork related to the easement needed for construction from RIDOT for WSA signature.
- Received RIDOT response letter related to the work within the RIDOT right-of-way.

Mr. Setzko stated construction should start in June. Director Burke stated she has signed the contract with Hart Engineering. She stated we will be working with the Mayor's office and the federal delegation to host a groundbreaking ceremony.

- b.** Resolution of the Warwick Sewer Authority
Authorization to sign temporary and perpetual easements with RIDOT relative to Contract 91 Flood Control and Mitigation

ACTION: Mr. Ginaitt moved approval of the resolution. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

5. Flood Protection and Mitigation

- a.** Bellows Street Pumping Station

- i.** Crossman Engineering to submit progress report

Brian King, P. E. Crossman Engineering, reviewed the progress report:

- The pump station has been successfully operating for the past four months. There are no issues with the pumping operation.
- The wet conditions have delayed Lynch from installing the fence posts. This task is to be completed prior to the placement of the pavement course.
- Lynch has retained Cosco to install the fence posts and bollards; this item is the next construction task to be completed. Once the fence posts are installed the pavement base material will be re-compacted in preparation for the pavement placement.

- Lynch will be restoring the ETCO parking lot with a surface course overlay. This will be done the same day the surface course is placed on site.
- Within the next month Lynch is scheduled to install the fence posts and bollards, pave the site, restore the ETCO parking lot, and install the site fencing, gates, permanent stairs, and the landscaping shrubs, mulch and seed.
- Once the above items are completed, a final punch list will be generated by WSA and Crossman.
- The project completion deadline is June 15, 2014.

6. Operations and Maintenance Division

- a. New Utility Body for Existing Maintenance Vehicle**
DeJana Truck and Utility Equipment: \$11,320.00

ACTION: Director Burke reviewed the recommendation memo with the Board. Mr. Ginaitt suggested WSA look at replacement of WSA vehicle chassis more frequently and save the utility bodies as there is much wear and tear on those vehicles being used to plow snow.

Mr. Ginaitt moved approval of the purchase. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Bellows Channel Grinder**
New England Environmental Equipment: \$21,820.00

ACTION: Director Burke stated the improvements we made to the Emmons pump station (non-clogging pumps) is just pushing the problem down to Bellows. She stated this equipment will chop up the waste to fine suspended solids and correct the problem. Assistant Superintendent Goodinson stated the control panel is above the flood level. Director Burke reviewed the vendor estimate and her memo and confirmed that WSA has an electrician on staff that can install and wire the equipment.

Mr. Goodinson stated staff has had good success with this equipment at Emmons. He said the man hours to de-rag the pumps at that station have been substantially reduced.

Mr. Sylven stated this is a value-added purchase, and moved approval of the purchase. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- c. Northampton Pump Station rehabilitation: total rebuild
Air Energy, Inc.: \$5,100.00
Russell Resources, Inc. \$24,657.00

ACTION: Director Burke stated this project is part of our Capital Improvement Plan for this year. She stated the compressors and electrical equipment will be upgraded, with the use of premium efficient motors. Mr. Goodinson stated most of the work will be done in-house. (The additional lesser expenses (<5K) are not included in this purchase request.)

Mr. Ginaitt asked for a visual of all the pump stations, and asked if staff is making other improvements at the stations while workers are there, to improve their appearance and function. Director Burke stated we are prioritizing the work at the pump stations based on the station's age, usage, location, etc.

Mr. Marino moved approval of the purchases totally \$29,757.00. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- d. Replacement of HVAC unit at Facility Blower building

ACTION: Director Burke stated this purchase was unexpected. Mr. Goodinson stated the condenser coils were rotting due to the corrosive environment at the facility. He stated replacing the entire unit is more cost effective than replacing just the coils and the condenser unit. He stated the unit will be coated to protect it from corrosive elements (recommended by vendor) and a stainless steel heat exchanger will be installed.

Mr. Ginaitt suggested other equipment at WSA be steam washed and then e-coated to protect from corrosion. He moved to approve the purchase. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

7. Collection System Division

- a. Engineering Services: Infrastructure Improvement, 48" line under Rte. 95
Brown & Caldwell: (not to exceed \$25,000.00) **Actual Cost \$11,900.00**

ACTION: WSA would like to engage the engineering firm of Brown and Caldwell to provide professional services relative to reviewing options and providing recommendations and conceptual costs for rehabilitating the wastewater treatment facility's 48-inch influent pipe which runs under Interstate 95 north and south. The project is part of the WSA Capital Improvement Plan.

Director Burke stated we sought out Brown and Caldwell, specifically Charlie Lombardi, one of the key members of the company, due to his level of expertise. She stated this task will result in a decision matrix looking at all available options and cost estimates, including construction of a redundant line, with a recommendation on the best method to pursue.

The WSA Board and Director Burke discussed the selection of Brown and Caldwell to do this preliminary work rather than going out to bid. Director Burke stated she sought out Brown and Caldwell based on their expertise and professional staff (Company president Bill Powers, formerly of Stantec, and Charlie Lombardi); timeliness was also an issue.

The Board discussed the City's accounting principles in terms of authorized budget allowances and what happens if the funds are not spent in the fiscal year. Director Burke offered to have Ken Alfano, Controller for the City, attend an upcoming Board meeting to discuss the City's budgeting practices.

Director Burke stated while the agenda item generalizes the cost as "not to exceed \$25,000.00", the Brown and Caldwell proposal is valued at \$11,900.00 to review and analyze five different repair or replacement options. Chairman Guckian stated he recognizes the importance of getting this work completed in a timely manner.

Director Burke stated moving forward, I will ask you to approve a contract for on-call engineering services. She stated bid specifications are being finalized. She stated she knows that Brown and Caldwell will do a great job at a reasonable cost.

Mr. Revens stated the Board is not required to go out to bid for professional engineering services. He stated if you chose to go out to bid, a design matrix would need to be developed prior to going out to bid. He stated an assessment of this critical infrastructure is a specialized task for a limited number of qualified firms. The Board agreed that this work must be performed by a qualified firm to assessment and analyze the options prior to going out to bid.

Mr. Ginaitt moved approval to engage Brown and Caldwell for the work. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylvén, Jarvis and Marino voted in favor of the motion. Motion approved.

(Following the meeting, Mrs. Owens sent the Board members copies of State Law §37-2-59 defining policy for acquiring professional engineering services valued at over \$20,000.00 using a qualification based selection process).

- b. Governor Francis Phase III Sewer Project
Contract Amendment for Engineering Services
Gordon R. Archibald, Inc.: \$10,914.04

ACTION: Todd Ravenelle, P.E., Gordon R. Archibald, Inc. (GRA) present. Mr. Ravenelle reviewed the amendment to its design contract for Governor Francis Phase III sewer project. The Board discussed with Director Burke and Mr. Ravenelle the work needed to get WSA ready to bid for construction. Mr. Ravenelle stated the original contract was priced at 2004 rates, which have since gone up. He stated the location of the pump station must be secured. He passed out a few graphics on the lots being considered for purchase for construction of the pump station. Mr. Ravenelle pointed out that plans must be updated to include the latest specifications for Gorman Rupp pumps, stormwater control requirements and stormwater management.

Mr. Sylven asked to see the available design plans, and asked Mr. Ravenelle to itemize the hours expended and additional hours required to update the engineering plans, in addition to the added dollar value. He made note of an error in Item 4 for 16 CAD/Tech hours for project management, and recommended that these hours appear under "Finalize Plans and Specs".

Director Burke stated part of the cost increase is due to the length of time this project sat on the shelf. She stated the proposal is reasonable. Director Burke stated the engineering costs can be paid for with general obligation bond funds, to be reimbursed from State Revolving Fund loan proceeds. She stated funding for this project is part of the City Council's recent authorization to borrow for new sewer construction.

Mr. Jarvis moved to accept the amendment to the original engineering contract with GRA. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

8. Billing Services

- a. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Susan McCain	Plat 368 Lot 22 133 Bakers Creek Road	Customer was billed incorrectly at commercial rate. Bill at residential rate starting 1/25/2012.	\$684.27

ACTION: Mrs. McCain in attendance. Mrs. McCain stated the property was previously used as a business. She stated she didn't realize that she was being billed at the commercial rate since she bought the property at the end of 2011.

Director Burke stated going forward, the property owner will be billed as a residential customer.

Mr. Sylven moved approval of the abatement. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis not available for vote. Motion passes.

b. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Joseph Mercurio	Plat 237 Lot 202 170 Birkshire Drive	Property partially connected to sewers in 2003; pending full connection to be made June 2014, abate portion of usage bill for wastewater not returned to WSA.	\$1,508.43 \$1,802.18 corrected amount

ACTION: Director Burke stated the drainlayer only connected the downstairs lavette to the sewer system (2003). She stated the balance of the wastewater was flowing to an existing onsite system, which is now failing. Director Burke stated going forward, WSA staff will flush dye down the pipes to make sure all plumbing is connected to the sewer system. She stated the collection systems manager estimated that about 1/3 of the water consumed was actually returned to WSA for treatment.

Mr. Sylven moved approval of the abatement (applying corrected amount) pending complete connection to the sewer system. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Messrs. Ginaitt and Jarvis not available for vote. Motion passes.

c. Assessment Abatement

Name	Service Address	Reason	Amount
One Ninety Six 199 Bethel St LLC c/o Mukesh Tandon	Plat 330 Lot 0196 v/l Church Avenue	Lot size 11.76 acres, assessed in 2006 using acreage formula. Survey and biologist's report confirm that less than one acre of parcel is not wetlands. Re-assess on square footage.	\$133,267.30

ACTION: Tabled from January 23, 2014 meeting. Property owner asks that this be considered at the May 2014 meeting.

No survey submitted to WSA. Item tabled.

9. Administrative Items

- a. Vote to Approve Rate Adjustments (Public Hearing held April 22, 2014)**
- FY 2015 (2% increase)
 - FY 2016 (2% increase)

ACTION: Mr. Sylven moved approval. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Vote to Approve Fiscal Year 2015 WSA Enterprise Fund Budget
\$21,425,900 (Public Hearing held April 22, 2014)

ACTION: Director Burke stated the proposed budget is available on the City's website and will be distributed to the City Council prior to its hearings. She stated minor adjustments were made by the City Finance Department. She stated the bottom line remains the same.

Mr. Sylven moved approval of the FY2015 WSA Enterprise Fund Budget. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- c. Director's Report
 - i. Financial Report
 - ii. Administrative Schedule

Director Burke thanked the Board for their patience; she expects to have more time to address WSA business now that the Sewer Review Commission takes a break. She stated Contract CC has been advertised and will be before you next month for an award of contract.

She reviewed her calendar with the Board.

- d. Chairman's Report
 - i. Update on Sewer Review Commission

The Board discussed the City Council's endorsement of proposed changes to the WSA Enabling Legislation, and discussed the concessions and compromises made to get the full packet approved, particularly the elimination of mandatory connection requirements. Director Burke stated changes to WSA assessment language were approved which gives WSA more flexibility in looking at its assessment methods. She stated the other positive she recognized during the Council hearing was more people spoke in favor of WSA's efforts than ever before, and far more people spoke in favor than against. Mr. Ginaitt stated this whole negotiation has tried to right a wrong to create a comprehensive piece of legislation to honestly and fairly deal with the equity of paying into the sewer system. He stated WSA must continue to maintain a strong position of equitably supporting our system and infrastructure.

Chairman Guckian celebrated the accomplishments of the WSA over the past year, including its cooperative effort with the Sewer Review Commission to educate the public and the City Council about the WSA. He stated we can make changes to our assessment method to make it

more equitable, and we can build new sewers. He thanked Director Burke for her time and effort, and expressed his pride in the Board and staff.

Mr. Jarvis commended Director Burke for her fortitude and professionalism during a very trying public hearing.

Director Burke stated the endorsed changes to our enabling legislation must now be approved by the General Assembly in order for WSA to realize the changes. Changes to the language can be made by the General Assembly.

10. Consent Agenda - Correspondence

- a. WSA to Mayor Avedisian: March 2014 Monthly Report (4-22-14)
- b. WSA to CRMC: March 2014 Mandatory Sewer Connection Quarterly Report (4-30-14)
- c. WSA HMGP-FEMA-4107-DR-RI Grant submittal (5-2-14)
- d. WSA to City Council: April 2014 financial report (5-5-14)
- e. Certificate of Appreciation to WSA from Davies Career & Technical High School (5-7-14)
- f. PCO-8-14 WSA Director to report to City Council quarterly (5-16-14)

ACTION: Mr. Jarvis moved to accept the consent agenda. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

11. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

No new business presented.

12. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- d. Sewer Assessment Deferment Policy (6-27-13)
- e. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)

DISCUSSION/ACTION: Director Burke stated she has asked Garofalo & Associates, Inc., to provide a proposal to finalize design plans for the O'Donnell Hill sewer project. She stated that may be before you next month.

The Board and Director Burke discussed future sewer construction plans, cost saving ideas, coordination of utility improvements and financing options.

13. PUBLIC COMMENT PERIOD

No members of the public in attendance for the public comment period.

- 14.** Open Call to go into Executive Session Pursuant to RIGL 42-46-5 (a) (2) to discuss litigation (J. H. Lynch & Sons, Inc.).

ACTION: Mr. Jarvis moved to go into executive session to discuss J. H. Lynch & Sons, Inc. arbitration. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 7:13 p.m. the Board entered executive session.

At 7:40 p.m. the Board returned to regular session.

- 15.** Return to Open Session: Vote to seal the minutes of the executive session in accordance with RIGL 42-46-4 and 42-46-7.

ACTION: Mr. Jarvis moved to seal the minutes of the executive session in accordance with RIGL 42-46-4 and 42-46-7. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

16. Adjournment

Mr. Jarvis moved to adjourn this meeting. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 7:40 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval

“Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request.”